

HeritageQuest Online™

Printing Enlarged Census Images with Adobe Acrobat Reader, version 6.x

Note: To get the best results when printing census page images from HeritageQuest Online, you must have Adobe Acrobat Reader installed on your computer. These instructions are for Reader version 6.x.

To print a copy of the entire census page you are viewing, you can use the standard Print button **Print** within the HeritageQuest Online interface. However, you may obtain better results by selecting sections of the page and printing these sections from within Adobe Acrobat Reader. Follow these steps:

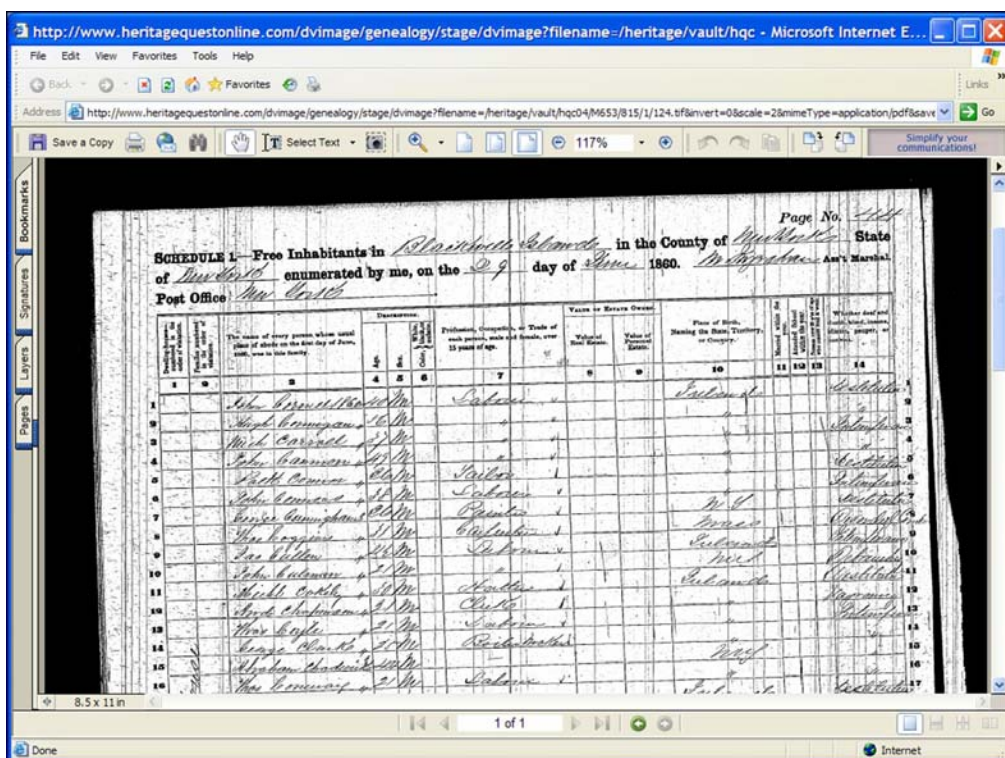
1. Begin by making sure you are viewing the census page you want to print.
2. Click on the Download button just above the census page (see circled area below):

The screenshot shows the HeritageQuest Online web interface. At the top, there is a navigation bar with links for Search, Browse, Results List, Notebook, Search History, Help, Home, Books, and Persi. Below this, the page title is "Census Image". The breadcrumb trail shows "1860 > NEW YORK > NEW YORK > BLACKWELLS ISLAND". The series information is "Series: M653 Roll: 815 Page: 124". There are navigation buttons for "PAGE" and "NAME". Below this, there is a table with columns for Surname, GivenName, Age, Sex, Race, Birthplace, State, County, Location, and Year. The first row shows "DOE JOHN 42 M W NY NY NEW YORK BLACKWELLS ISLAND 1860". There is an "Add to Notebook" button and a "Print" button. The "Download" button is circled in blue. Below the buttons, there is a zoom slider set to 100%. The main content area displays a scanned image of a census page. The page is titled "SCHEDULE 1--Free Inhabitants in Blackwells Island in the County of New York State of New York enumerated by me, on the 29 day of June, 1860. Post Office: New York". The page number is 124. The table on the page lists names and other details, with handwritten entries.

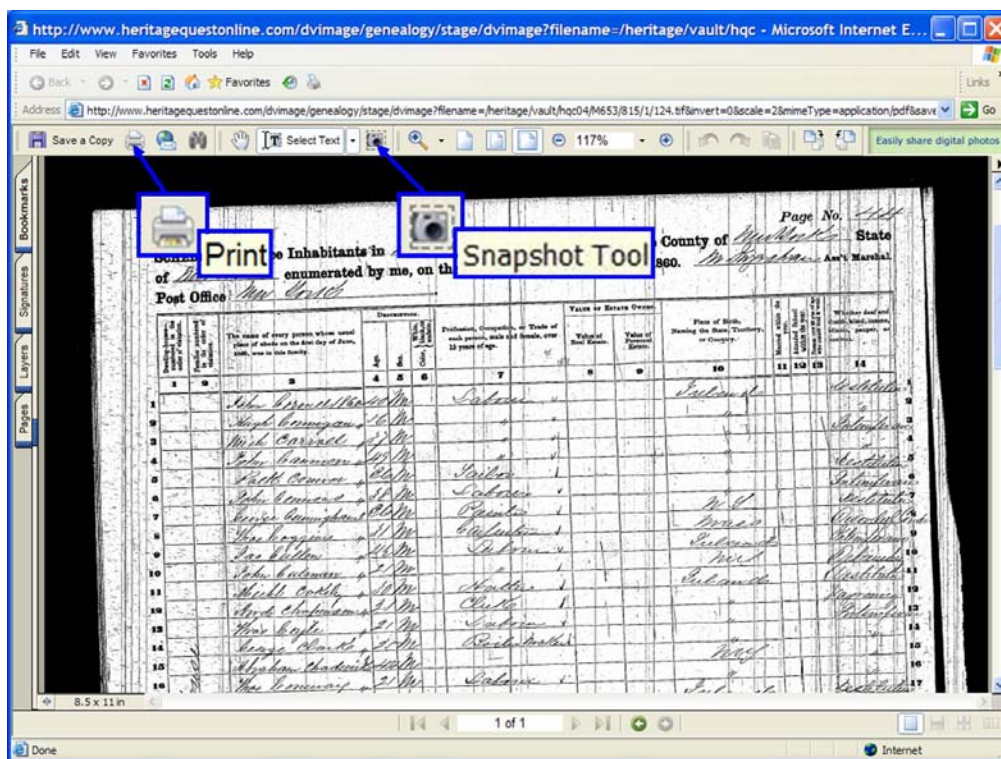
- To view the census page in Adobe Acrobat Reader, click the View link (see circled area below):



- You should now see the census page within the Adobe Acrobat Reader plug-in (and within the browser window), as shown below. You may need to maximize the window to improve your view.



5. To print a section of the census page and make it larger and more readable on paper:
 - a. Click on the Snapshot Tool. (The exact location of the tool button may vary.) Then, by holding down the left mouse button, click and drag the crosshair pointer to select a section of the census page to print. You will see a thin dotted box around the section of the page you have selected. A pop-up window will announce that, "The selected area has been copied to the clipboard." Click the OK button. (You can disable the pop-up window by clicking on the box next to the words, "Do not show this message again.")
 - b. When you have selected an area to print, click on the Adobe Acrobat Reader Print button. (Caution: Do not click on the browser's Print button, which is usually found near the top of the window.)



- c. The Adobe Acrobat Reader Print dialog box will appear. For Page Scaling, select **Fit to paper** in the drop-down list (see circled area below). The selected section of the census page will expand to fit the selected paper size as shown in the Preview pane.

The Auto-Rotate and Center box should be automatically checked. If not, click on the box.

- d. Set the print options in the Print dialog box:
 - To change the page layout orientation (when necessary), click the Properties button on the Print dialog box. Within the Properties dialog, select **Landscape** instead of **Portrait** orientation. Click the OK button.

- If **legal size** paper (11" x 14") is available, click the Properties button on the Print dialog box. Within the properties dialog, select legal paper size (or in some cases, click on the Advanced button *within* the properties dialog box and select the legal paper size.) Click the OK button(s).
- e. You should be back to the Adobe Acrobat Reader Print dialog box. When you are ready to print, click the OK button in the dialog box.

